# **REQUEST FOR PROPOSALS**



# Energy Efficient Retrofits of Local Governments

# Alabama Department of Economic and Community Affairs Energy Division

**State Energy Program** 

Issue Date: August 20, 2012

Proposal Due Date: September 21, 2012

# ENERGY RETROFITS OF LOCAL GOVERNMENTS STATE ENERGY PROGRAM

# **Eligible Applicants**

Eligible applicants are incorporated units of local government (municipalities and counties) in Alabama.

# **Proposals**

Each proposal submitted must contain one (1) original and two (2) copies.

#### **Submission Information**

All proposals must be received no later than 5:00 p.m., **September 21, 2012** at:

## By Mail:

ADECA - Energy Division P.O. Box 5690 Montgomery, AL 36103-5690

# **By Courier:**

ADECA - Energy Division Mailroom 404 401 Adams Avenue Montgomery, AL 36104

#### **Late Proposals**

Proposals submitted after the due date will not be considered. The Energy Division reserves the right to reject any incomplete proposals without review.

#### Questions

Questions pertaining to this RFP may be submitted by email or fax to Jennifer Young, SEP Program Manager, at <a href="mailto:jennifer.young@adeca.alabama.gov">jennifer.young@adeca.alabama.gov</a> or (334) 353-3006.

Please keep a complete copy of your proposal (including a copy of all completed and signed attachments) for your records.

This 'Request for Proposal' does not indicate acceptance or approval of any proposal in response to this request. No grant or contract payment can be made until a grant agreement has been fully executed. Therefore, no work shall begin on projects selected for funding until an executed grant agreement has been received. All grant awards are contingent upon state receipt of federal funds awarded.

# **TABLE OF CONTENTS**

<b>PART</b>	I - FUNDING OPPORTUNITY DESCRIPTION	4
A. B.	SUMMARYPROJECT GOALS	4
PART	II – AWARD INFORMATION	5
A. B. C. D. E.	ESTIMATED FUNDING	5 5 5 5
PART	III - PROPOSAL CONTENTS	6
A. B. C.	LETTER OF TRANSMITTAL	6
PART	IV – PROPOSAL EVALUATION	9
PART	V – AWARD ADMINISTRATION INFORMATION FOR SELECTED PROPOSALS	11
A. B. C. D.	Quarterly Progress Reports Final Report Other Requirements Procurement	11
PART	VI - OTHER INFORMATION	13
A. B.	RIGHT TO REJECTPROPRIETARY INFORMATION	
PART	VII - CHECKLIST & FINAL NOTES	14

#### PART I – FUNDING OPPORTUNITY DESCRIPTION

#### A. Summary

The Alabama Department of Economic and Community Affairs (ADECA) - Energy Division manages the State Energy Program (SEP) for Alabama by authority of the U.S. Department of Energy (DOE). Each year the Energy Division develops and implements an energy efficiency plan that will reduce projected energy consumption in Alabama.

Projects under this Request For Proposals (RFP) will be funded, in whole or in part, with funds appropriated the SEP. SEP is a formula grant used to promote the conservation of energy, to reduce the rate of growth of energy demand, and to reduce dependence on imported oil through the development and implementation of a comprehensive State Energy Program and the provision of Federal financial and technical assistance to States in support of such program. Accordingly, special consideration will be given to projects that promote and enhance the objectives of the SEP.

The Energy Division is soliciting proposals from incorporated units of local government (municipalities and counties) in Alabama for the purchase and installation of energy-efficient improvements. Energy efficiency improvements eligible for funding are listed in Addendum A: Local Government Improvement Application.

The optimal payback period for each retrofit should be 10 years or less.

# **B. Project Goals**

Proposals submitted in response to this solicitation should, to the maximum extent feasible, incorporate the goals and objectives of the SEP. Each goal or objective area should be addressed and briefly discussed as it relates to proposed activities.

Specific SEP goals or objectives addressed by a proposal warrant a broader discussion of how the proposed project will impact such goals or objectives and produce outcomes that can be reported using recommended metrics.

Proposals should be developed with thoughtful consideration being given to the applicable quarterly and annual reporting requirements contained in Part V.

The goals established for the SEP are:

- 1. Increase energy efficiency to reduce energy costs and consumption for consumers, businesses and government.
- 2. Reduce reliance on imported energy.
- 3. Improve the reliability of electricity and fuel supply and the delivery of energy services.
- 4. Reduce the impacts of energy production and use on the environment.

#### **PART II – AWARD INFORMATION**

#### A. Estimated Funding

Approximately \$60,000 is available for the Energy Efficient Retrofits of Local Governments Program.

#### **B.** Award Size and Anticipated Number of Awards

The minimum amount requested for each proposal submitted under this announcement is \$10,000. The maximum amount requested for each proposal submitted under this announcement is \$20,000.

The Energy Division expects to make 3-6 awards.

#### C. Period of Performance

The Energy Division anticipates awarding grants to begin October 1, 2012 and to terminate no later than August 30, 2013, for an amount not to exceed the amount requested by the Offerer or that which is negotiated between the selected Offerer and the Energy Division.

# **D.** Method of Payment

Payments shall be made on a cost-reimbursement basis over the course of the grant.

#### **E. Prohibited Expenditures**

State Energy Program Regulation 10 CFR Part 420 does not allow expenditures or matching funds for the following:

- For construction, such as construction of mass transit systems and exclusive bus lanes, or for construction or repair of buildings or structures;
- To purchase land, a building or structure or any interest therein;
- To subsidize fares for public transportation;
- To subsidize utility rate demonstrations or state tax credits for energy conservation or renewable energy measures; or
- To conduct or purchase equipment to conduct research, development or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available.

#### F. Cost Matching

25% cost match is required for grants made with SEP funds.

#### **PART III – PROPOSAL CONTENTS**

# <u>Each proposal submitted must contain one (1) original and two (2) copies</u> of the following documents:

#### A. Letter of Transmittal

The letter of transmittal must include the following:

- 1. A brief statement of the work to be performed.
- 2. The total cost of the project.
- 3. A statement assuring that the person signing the letter is authorized to bind the offer presented in the letter and accompanying proposal.
- 4. A statement committing the applicant to provide a 25% cost share (match) requirement if selected and how this will be accomplished (e.g. in-kind, cash, etc.)

#### **B.** Addendum A – Local Government Energy Improvement Application

Each applicant must submit a Local Government Energy Improvement Application (Addendum A). An Addendum A must be submitted for each building requesting retrofits.

#### **Notes:**

- All fields on each line item **must be completed** to be considered.
- The optimal payback period for each retrofit should be 10 years or less.

#### C. Attachments

These attachments can be found on our website at <a href="http://www.adeca.alabama.gov/about/Pages/Funding-Opportunities.aspx">http://www.adeca.alabama.gov/about/Pages/Funding-Opportunities.aspx</a>

#### **Attachment A** - *Project Budget*

The Project Budget should outline the expenditures for the project. Please reference Attachment "B" for a description of budget categories. Proposal preparation costs are not reimbursable.

#### **Attachment B** - *Budget Narrative*

The Budget Narrative should include a detailed explanation of the expenditures outlined in your Project Budget.

#### Attachment C - State of Alabama - Disclosure Statement

Alabama Act 2001-955 requires the Vendor Disclosure Statement to be completed and filed with all proposals, bids, contracts, and grant proposals to the State of Alabama in excess of \$5,000. Complete all lines as indicated. If an item does not apply, denote 'N/A' (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary. **The form must be signed, dated, and notarized.** 

#### **Attachment D** - Offerer/Proposer Information

The applicant must submit an Offerer/Proposer Information Form to properly indicate organization and contact information of the individuals involved in the project. Information should be for the eligible party receiving the award, not for a third party assisting with the application process.

#### **Attachment E** - W-9 Request for Taxpayer Identification Number and Certification

A completed and signed W-9 Request for Taxpayer Identification Number and Certification Form must accompany the proposal. Only the <u>Rev. January 2011</u> version will be accepted.

# **Attachment F** – Certificate of Compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act **–AND**– E-Verify MOU

A form entitled CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (Act 2011-535 as amended by Act 2012-491) <u>must be submitted</u> in addition to the following.

The Beason-Hammon Alabama Taxpayer and Citizen Protection Act; Code of Alabama, Section 31-13, imposes conditions that apply to contracts, grants, or incentives in the state, any political subdivision of the state or any state-funded where the co-party is a "business entity or employer." This act will require selected proposers to submit a completed copy of the E-Verify Memorandum of Understanding (MOU) which is generated when the business entity or employer enrolls in that program, bearing the number assigned to that MOU by Homeland Security at <a href="https://verify.alabama.gov">https://verify.alabama.gov</a>

The following clause will be included in the agreement with the successful proposer:

"By signing this contract, grant, or other agreement, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom."

# **Attachment G** - Assurance of Compliance – Nondiscrimination in Federally Assisted Programs

A declaration that the applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the applicant receives Federal assistance from the U.S. Department of Energy.

#### **Attachment H** - Certifications

This form certifies matters regarding lobbying, debarment, suspension, and other responsibility matters including a drug-free workplace.

# **Attachment I** – Standard Form - LLL Disclosure of Lobbying Activities

<u>If applicable</u>, complete Standard Form – LLL (SF-LLL). Applicability: If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the grant/cooperative agreement, you must complete and submit SF–LLL "Disclosure Form to Report Lobbying."

#### PART IV - PROPOSAL EVALUATION

Proposals shall be evaluated on the following criteria; therefore a concise discussion of each of these areas as they are applicable to the proposal is warranted. Poor performance implementing prior Energy Division grants may disqualify potential applicants from this solicitation.

# **Technical Criteria (35 points possible)**

- How well the proposal combines the goals and objectives of the SEP, and proposes the realistic accomplishment and key components and anticipated benefits in terms of:
  - Energy cost savings
  - Increased energy efficiency
- Qualifications and experience of Offerer in proposed project and experience conducting similar programs or previous performance implementing prior grants with the Division
- Potential for sustainability and ability to extend the impact of funds provided
- Statement of 25% cost share requirement and how it will be accomplished included in the "Letter of Transmittal"
- All required attachments are completed and supplied with the application

# **Cost Criteria (20 points possible)**

- Budget for proposed project is appropriate and reasonable
- Cost breakdown for each proposed task on "Addendum A"
- 25% cost share is provided
- Degree of leveraging over 25%

# **Program Specific (45 points possible)**

- Proposed plan to complete the project in an expeditious manner with a detailed description of deliverables and with realistic time estimates for each work task on "Addendum A"
- Clearly defined, quantifiable and measurable task elements
- Cost, savings, and payback are included in retrofit description. Optimal payback period of building retrofits is 10 years or less on "Addendum A"
- Payback calculations are given for each retrofit and quantifiable

# **SEP Proposal Review Sheet**

**Energy-Efficient Retrofits of Local Governments** Category: Reviewer: Proposer: Date: Requested Budget: I. Technical Criteria (35 possible points) Score Possible Extent of benefits relating to SEP goals, how well the proposal combines the goals and objectives, and proposes the realistic accomplishment and key components **SEP Goals:** Energy cost savings, increased energy efficiency, reduction of reliance on 10 imported energy, improving the reliability of electricity and fuel supply and the delivery of energy services, and reducing the impacts of energy production and use on the environment. Qualifications and experience of Offerer in proposed project and experience conducting similar programs or previous performance handling prior grants with the 10 Division Potential for sustainability and/or the ability to extend the impact of funds provided 5 Statement of 25% cost share requirement and how it will be accomplished included <u>5</u> in the "Letter of Transmittal" All required attachments are supplied <u>5</u> II. Cost Criteria (20 possible points) Budget for proposed project is appropriate and reasonable 5 Cost breakdown for each proposed deliverable shown on "Addendum A" 5 25% Match provided (required) <u>5</u> Degree of leveraging for proposed project (above 25% required) 5 III. Program Specific (45 possible points) Proposed plan to complete the project in an expeditious manner. Detailed description of deliverables and time lines for task completion during grant period <u>15</u> (October 1, 2012 – August 30, 2013) Details of each eligible retrofit to be accomplished are supplied and are quantifiable, 10 clearly defined, and measurable Cost, savings, and payback included in retrofit description. Optimal payback period <u>10</u> of building retrofits is 10 years or less on "Addendum A" Payback calculations are given for each retrofit and quantifiable 10 **Total Points:** 100 NOTES:

#### PART V – AWARD ADMINISTRATION INFORMATION FOR SELECTED PROPOSALS

## A. Quarterly Progress Reports

The Energy Division will provide additional information on reporting requirements for selected proposals. In addition to standard management and financial reporting requirements, the following information will be required in quarterly program status reports as appropriate and applicable to the proposed project:

#### **Expenditures**

- Expenditures for project activities
- Expenditures for administration
- Leveraged funds

#### **Building Retrofits**

- Number of buildings retrofitted, by sector
- Square footage of buildings retrofitted, by sector

#### Government, School, Institutional Procurement

 Number of units purchased, by type (e.g. lighting, occupancy sensors, thermostats, HVAC equipment, exit signs)

#### Jobs

Hours worked through SEP Funds

# **B. Final Report**

The Energy Division will provide additional guidance on reporting requirements. In addition to standard management and financial reporting requirements, the following information will be required in a final report as appropriate and applicable to the proposed project:

#### **Energy Cost Savings**

Dollars Saved

#### **Energy Savings**

- Annual reduction in natural gas consumption (mmcf)
- Annual reduction in electricity consumption (MWh)
- Annual reduction in electricity demand (MW)
- Annual reduction in fuel oil consumption (gallons)
- Annual reduction in propane consumption (gallons)
- Annual reduction in gasoline and diesel fuel consumption (gallons)

#### **Emissions Reductions**

- Amount of green house gases reduced (CO2 equivalents)
- Amount of criteria air pollutants reduced (tons)

# **C. Other Requirements**

Selected proposals must submit all documentation required by the following to the Energy Division **prior to installation**.

# NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)

All Projects receiving financial assistance from DOE will be reviewed under the National Environmental Policy Act (NEPA) of 1969 – 42 U.S.C. Section 4321 et seq. Most projects under this solicitation will be categorically excluded from environmental assessment. The Energy Division will notify you in the event your project will require a full environmental assessment. Proposals should include a discussion of anticipated environmental impacts as described online at https://www.eere-pmc.energy.gov/NEPA Act.aspx.

# **NATIONAL HISTORIC PRESERVATION ACT (NHPA)**

All Projects receiving financial assistance under this solicitation must obtain written approval from the Alabama Historical Commission (AHC). Please visit the Alabama Historical Commission website at the following link: <a href="http://www.historical.alabama.gov/106program.aspx">http://www.historical.alabama.gov/106program.aspx</a> for more information on NHPA Section 106 requirements. If a facility is over 50 years of age and you have any questions regarding the possible exemption of planned retrofits, please contact the ADECA Energy Division.

#### ALABAMA BUILDING COMMISSION

The Alabama Building Commission promulgates and enforces a code of minimum building standards for state building and construction, school houses, hotels, and moving picture theaters. Projects receiving financial assistance under this solicitation are responsible for obtaining all necessary approvals required by the Alabama Building Commission. Applicants should consider any additional costs associated with these approvals when submitting their application.

#### **ENERGY STAR PORTFOLIO MANAGER**

Implement the agency-wide use of ENERGY STAR Portfolio Manager. Portfolio Manager is an interactive energy management tool that allows you to track and assess energy and water consumption across your entire portfolio of buildings in a secure online environment. Additional information regarding ENERGY STAR Portfolio Manager is available at <a href="http://www.energystar.gov/index.cfm?c=evaluate">http://www.energystar.gov/index.cfm?c=evaluate</a> performance.bus portfoliomanager.

#### **D.** Procurement

All projects receiving financial assistance must follow proper procedures as stated in 10 CFR Part 600 and its applicable subparts or appendices, and the Alabama Competitive Bid and Public Works Laws. In addition, all contractors must utilize best commercial practices in obtaining subcontractors.

#### **PART VI – OTHER INFORMATION**

# A. Right to Reject

The Energy Division reserves the right to reject any and all proposals submitted and to request additional information from all Offerers. The Energy Division reserves the right to award a grant on an "all or none" basis or to award a separate grant or no grant for each work element. Any grant award will be made to the organization which, in the opinion of the Energy Division, is determined to be the best qualified and whose proposal best meets the needs of the Energy Division. The Energy Division reserves the right to negotiate with any Offerer(s). The Energy Division reserves the right to reallocate funding for subject areas as deemed necessary. All grant awards are subject to state receipt of federal funds awarded.

# **B. Proprietary Information**

The information contained in the proposals will be public information unless a specific request is made to keep specific information confidential. If a proposal contains any information that the Offerer does not wish to have disclosed to the public or used by the Energy Division for any purpose other than evaluation of the offer, each sheet of such information must be clearly marked "proprietary." This information will be kept confidential, subject to applicable state and federal laws. Proposals and supporting materials submitted shall become the property of the Energy Division.

#### **PART VII – CHECKLIST & FINAL NOTES**

#### **CHECKLIST:**

Item	Requirements		
☐ Letter of Transmittal	Must contain required statements		
☐ Addendum A – Local Gov Energy Improvement Application	Must contain required information		
□ Attachments			
☐ Attachment A – Project Budget	Categorize award funds and cost share		
☐ Attachment B – Budget Narrative	Detail costs shown in Attachment A		
☐ Attachment C – State of Alabama Disclosure Statement	Sign, date, and notarize		
☐ Attachment D – Offerer/Proposer Information	Applicant's information		
☐ Attachment E – W-9	Sign and date		
☐ Attachment F – Beason-Hammon Certificate of Compliance	Sign, date, and notarize		
☐ Attachment F – E-Verify Memorandum of Understanding	Сору		
□ Attachment G – Assurance of Compliance	Sign and date		
□ Attachment H – Certifications	Sign and date		
☐ Attachment I – Disclosure of Lobbying Activities	Sign and date (if applicable)		

#### **FINAL NOTES:**

- ✓ Your proposal/application submitted consists of one (1) original and two (2) copies of <u>all</u> documents.
- ✓ All proposals <u>must</u> be received no later than **5:00 p.m., September 21, 2012**
- ✓ All information should be for the eligible party requesting to receive the award, not for a third party assisting with the application process.